

REQUEST FOR WRITTEN QUOTATION

RETURN BID TO: SCHOOL _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
ATTENTION _____

DATE DUE _____

ITEM/DESCRIPTION	
QUANTITY	BRAND NAME

BIDDER RESPONSE

PRICE		QUANTITY	
FREIGHT		OTHER CHARGES	
DELIVERY DATE		EXPIRATION DATE OF PRICE QUOTE	
COMPANY			
ADDRESS			
CITY		STATE	ZIP
PHONE #		FAX #	
E-MAIL ADDRESS			
SALESPERSON			
SIGNATURE OF PERSON PREPARING BID			
DATE			

COMMENTS (FOR DISTRICT USE)

USE THIS FORM FOR ITEMS \$7,000 TO \$25,000